



Department of Development Services – West Region
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER

NORTHWEST REGIONAL CENTER – TORRINGTON & DANBURY REGIONAL CENTER - DANBURY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Lateral transfers or Candidates on current EXAM List

Job Title: Developmental Services Case Manager

Location: Northwest Regional Center – Torrington and Danbury Regional Center - Danbury

Job Posting No: 099330

Hours: Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. (Must be Flexible to meet needs of assigned caseload)

Salary: \$2,263.95 - \$3,065.62/bi-weekly (New Hires to state service start at minimum of range)

Closing Date: November 10, 2014

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Duties consistent with the DS Case Manager job classification. The Case Manager in the Public Support Division is responsible for providing supports to individuals with developmental disabilities who reside in independent living arrangements. The caseload will consist of individuals who are on the Medicaid Waiver. The Case Manager ensures that all Centers of Medicaid and Medicare Services requirements and quality assurance activities are completed as required. Responsibilities include: facilitates interdisciplinary team meetings to develop, review and/or modify consumers service plans including Individual Progress reviews, Quality Service Reviews and Level of Need Assessments; coordinates integration of day program, residential, medical and other services provided to each consumers; develops social service evaluations and service recommendations; ensures compliance with Center for Medicaid & Medicare Services (CMMS) regulations of targeted Case Management, maintaining documentation according to DDS and federal regulations; assists with guardianship assessments and in the guardianship process, application for entitlements, and enrollment in the waiver; reviews and develops individual budgets; provides supportive counseling to consumers and their families; gives information to consumers, guardians and families regarding their legal rights, departmental policies, and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of consumers files including required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be. Perform related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

General Experience: Six (6) years of experience in working with individuals with intellectual or other developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a consumer's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special Experience. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the General and Special Experience.

Special Requirements: Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Valid Connecticut Driver's license is required, will be required to travel. **Must be Qualified Intellectual Disabilities Professional QIDPas required by Federal regulations.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

.Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Recruiter
Fax: 203-574-8857**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and consumers with disabilities.